



KHD/jm

29<sup>th</sup> May 2020

Dear Parent/Guardian

### Opening of Moggerhanger Primary School: Reception

We are opening Moggerhanger Primary School as of Monday 1<sup>st</sup> June for children in Reception. The procedures for coming in and out of school and other procedures will look very different to what we had before, in order to protect the health and safety of staff and children. Reception children will start at 9.00am and school will finish at 3.00pm. **If you have not told us your son/daughter is returning to school on Monday 1<sup>st</sup> June, please do not just bring your son/daughter to school, you will need to email or phone us to state that you want a place and to give us 24 hours' notice to ensure we have all the necessary measures in place.** Please do not come before these times to pick up or drop off your child(ren), as we want everyone on site to abide by social distancing regulations. Included with this letter is a booklet which you may find useful to go through with your son/daughter before returning to school.

Your son/daughter should come to the **main entrance**, where we will be operating a one way system, with markers, very similar to the new supermarket systems and we would ask parents/guardians and children to stay behind these, to allow social distancing. The staff taking your child for the session will be **Miss Rice, Mrs Wheatley and Mrs Halls**, and they will take them to their classroom. The children in Reception will only work with these staff members and will not come into contact with any other children from any of the other classes. The children will be kept in the Reception classroom, other than for break and part of lunch, when they will go outside to play. If the weather is good, we may also do some outside learning and eat lunch outside. Social distancing will be encouraged and children will not have access to any of the large outdoor equipment. They will, however, be able to play with some of the smaller outside equipment on their own, which will then be cleaned after use.

All children will be asked to wash their hands on arrival to school every day and at regular intervals. We would also ask you to ensure they have washed their hands before coming to school. We will spend part of the first session talking with them about social distancing and hand hygiene. The children will only be able to go to the toilet one at a time and will dry their hands using paper towels, they will also be asked to flush the toilet with the lid down, so if you can go through this at home, this would be very helpful.

Although we will do our very best to ensure the children do socially distance themselves from each other, I cannot guarantee that this will always happen. The children will sit at individual work stations, with their own materials, which we will provide, as we will not allow sharing. These items will also be regularly cleaned. We will not be sending any materials home other than by email or arts and crafts completed at school, nor do we expect you to send any materials in that they may have done at home to show us.

I am very sorry, but we will also not be answering any questions or queries on the gate and we would ask that you do not come into the school reception area. Instead, should you have any queries, please telephone or email us and we will get back to you as soon as possible. We will be not allowing any visitors to the school, unless they have been pre-approved and are essential to keep the school operating.

Staff have the option to wear PPE equipment throughout the day, but they will be required to wear full PPE equipment (face mask, face guard, plastic disposable apron and disposable gloves) if they are dealing with children who have had an accident, are ill or clearing up children's food waste. **All staff will be wearing wipe down aprons at all times and can wear face guards if they wish to, but this is not compulsory.**

Should your child fall ill in school, one of our first aiders will look after them and they will take their temperature, using a remote thermometer. They will also be moved to our medical room, where they will stay with the member of staff, until you arrive. Should we have a suspected case of Covid-19 in the school, then we will close the school for 14 days, for all staff and children to go into self-isolation. A further deep clean will also take place, unless we are told the child, or staff member, has been tested and is proved negative. Again, this is in line with the Government and NHS guidance. **Please do not send your son/daughter to school if they have a temperature, are sneezing constantly or show obvious signs of cold like symptoms**, as we will be asking you to pick them up and take them home. If your son/daughter suffers from hay fever then we would highly recommended they wear a facemask – we have some child friendly ones in school, which we are happy to give to them.

**I am afraid that in order to allow the staff their required planning time, which in the past would have been covered by other staff internally, we can no longer do this and maintain the bubble within the guidance. We will, therefore, be closing the school to all children, other than key worker children on a Wednesday from 12.00pm for Reception.**

Although we will be offering wrap-around care, this is only to be used by key worker children and will need to be booked a month in advance, it is also chargeable using the new rates following our consultation. For Breakfast and After School Club, please ring the bell and stand back behind the yellow marker. A member of staff will then open the door and allow your son/daughter in or out. I am afraid we cannot allow you to enter the school at this time with your son/daughter to sign them in or out.

Your son/daughter should come to school in school uniform and this can now be the summer uniform of shorts and the school polo shirt, or the blue summer dress, along with a named cardigan or jumper. **We would recommend that these items are washed as often as you can throughout the week.**

Please can you ensure you have applied all day sun protection to your child, as we are not allowed to do this, due to safeguarding issues, and we will spend a lot of time outdoors. Please can I also ask that you ensure your child has the items listed on the following page, when they return to school.

## MOGGERHANGER PRIMARY SCHOOL

Blunham Road Moggerhanger Bedfordshire MK44 3RD

Tel/Fax: 01767 640270

Email: [office@moggerhangerprimary.co.uk](mailto:office@moggerhangerprimary.co.uk)

Website: [moggerhangerprimary.co.uk](http://moggerhangerprimary.co.uk)



- Sun hat - named
- Sun glasses – if desired
- A labelled water bottle
- Trainers (if they cannot do up laces, please can you ensure these are Velcro – to again help social distancing)
- Lunch box (clearly labelled) – if not having the school packed lunch please ensure your son/daughter knows they cannot share this
- Appropriate outside clothing in case it rains

We will not be offering any hot school lunches, due to the social distancing regulations put in place by our catering company, Innovate. Please either provide your child with a packed lunch to bring into school or book the packed lunch option online via Innovate in the normal way.

If for any reason you are running late to school, please can you telephone us and come to the main entrance **staying behind the yellow line marked 'stop'**, where we will meet you and your son/daughter at a distance of 2m away, so as to take them to the allocated classroom. Please do not try to come into reception. We will simply ask you to state why they are late from a distance.

Please can you support us by not allowing your son/daughter to bring in any of their toys or items they might want to show the class, as these will not be allowed and will have to stay in their bags. There is no need to bring in book bags, as we will not be sending work between home and school.

I know that coming back to school may be difficult for your child(ren), but we will do everything we can to make the transition as smooth as possible. In the meantime, we would really appreciate your support in talking to your child(ren) about the necessity of social distancing and hand hygiene whilst in school and have included, with this letter, a booklet that we hope will help.

We will keep you informed as much as we possibly can if any changes occur, or we need to take any further measures. You have our assurance that we have done everything we can to ensure the health and safety of your child(ren) and the staff.

If you have enquiries please email me at [parentcontact@sandysecondaryschool.com](mailto:parentcontact@sandysecondaryschool.com)

Yours faithfully



Miss K Hayward  
Executive Principal

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